DOCUMENT RESUME

ED 338 835 CE 059 525

TITLE Cosmetology. Ohio's Competency Analysis Profile.
INSTITUTION Ohio State Univ., Columbus. Vocational Instructional Materials Lab.
SPONS AGENCY Ohio State Dept. of Education, Columbus. Div. of Vocational and Career Education.
PUB DATE 91
NOTE 26p.; For related documents, see CE 059 517-542.
AVAILABLE FROM Vocational Instructional Materials Lab, Ohio State University, 1900 Kenny Road, Columbus, OH 43210-1090 ($1.50).
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Competence; *Competency Based Education; *Cosmetology; Employment Potential; Entry Workers; High Schools; Job Analysis; *Job Skills; Promotion (Occupational); Statewide Planning; Task Analysis; Vocational Education
IDENTIFIERS DACUM Process; Ohio

ABSTRACT

This comprehensive and verified employer competency list was developed from a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives from Ohio. This competency list contains 17 units (with or without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter the field of cosmetology. Within the outline are three levels of items: core (required, the basis for state vocational competency tests); advancing (needed to advance in an occupation); and futuring (needed to enter and remain in a given occupation 3 to 4 years from now). The units cover the following: (1) orientation; (2) dispensary operations; (3) sanitation; (4) scalp-care and hair-care treatments; (5) shaping hair; (6) styling hair; (7) permanent waving; (8) hair relaxing; (9) curl reformation for flat-cell and overly curly hair; (10) hair coloring; (11) hair lightening and toning; (12) manicuring and pedicuring; (13) facial treatments; (14) wig and hairpiece care; (15) reception duties; (16) salon management; and (17) employability skills. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED338835

OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

COSMETOLOGY

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Employer Verification Panel

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Linda Beck-Dennis, *Mei-Regis Corp.-Lazarus*, Columbus, Ohio

Bonnie S. Define, *Mane Tamers Family Hair Design*, Canton, Ohio

Connie G. Emrich, *Village Hair Fashions*, Gibsonburg, Ohio

Reneé Feltner, *System Seven Tricounty*, Springdale, Ohio

Richard A. Garrison, *Hair Care Harmony*, Akron, Ohio

Lavaughn Gearhart, *Ohio State Board of Cosmetology*, Columbus, Ohio

Tammie S. Havenar, *Creative Hair Design*, Piqua, Ohio

Dawn Hilderbrandt, *Pro-Kut Hairstyling*, Beavercreek, Ohio

Emma J. Muse, *Past-Present-Future Hair Designs*, Columbus, Ohio

Elaine M. Reinhart, *Uhlman's Beauty Salon*, Tiffin, Ohio

Barbara Samulowitz, *Clairol Inc.*, Chicago, Illinois

Robert W. Schroeder, *J & Robert's Hair Fashion*, Richmond Heights, Ohio

CE 059 525

BEST COPY AVAILABLE

Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment

THE OHIO STATE UNIVERSITY

What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan
David Crooks, *Bowling Green State University Union Food Service*, Bowling Green, Ohio
Pat Doerman, *Farrow's Harley-Davidson*, Columbus, Ohio
William Gockenbach, *Kaiser Aluminum*, Heath, Ohio
Patsy Hathaway, *CBS Personnel Services, Inc.*, Dayton, Ohio
Marlyn Harman, *Marlyn Harman & Associates*, Cleveland, Ohio
Thomas R. Hyldahl, *Toledo Edison*, Toledo, Ohio
Carol C. James, *Ohio Contractors Association*, Columbus, Ohio
James Mack, *Chrysler Jeep Assembly*, Toledo, Ohio
Rocky McCoy, *Ironton-Lawrence Co. Community Action Organization*, Ironton, Ohio
James Needs, *Independent Crop Producer*, Upper Sandusky, Ohio
Ronald Simmons, *Former GM Executive*, Warren Ohio

BEST COPY AVAILABLE

Ohio Competency Analysis Profile
Cosmetology

Unit 1: Orientation

Competency 1.0.1: Participate in orientation

Competency Builders:

1.0.1.1 Cooperate with Ohio State Board of Cosmetology and State Board inspectors
1.0.1.2 Identify and comply with regulations of Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) (e.g., Right-To-Know Law)
1.0.1.3 Identify liability concerns of cosmetologist and employer
1.0.1.4 Develop professionalism
1.0.1.5 Develop and maintain good personal hygiene and appearance

Competency 1.0.2: Demonstrate emergency procedures

Competency Builders:

1.0.2.1 Explain exit procedures for all clients in event of fire or crisis situation
1.0.2.2 Identify emergency basic first-aid procedures according to American Red Cross standards

Unit 2: Dispensary Operations

Competency 2.0.1: Maintain clean, sanitized, and safe dispensary according to Ohio State Board of Cosmetology regulations

Competency Builders:

2.0.1.1 Clean and sanitize work areas
2.0.1.2 Label and organize work areas
2.0.1.3 Provide and maintain safe work environment
2.0.1.4 Provide and maintain safe client environment
2.0.1.5 Follow safe mixing and operating instructions
2.0.1.6 Identify fire extinguishment methods
2.0.1.7 Demonstrate operation of electrical devices
2.0.1.8 Handle and dispose of chemicals safely according to manufacturer's directions

Competency 2.0.2: Maintain inventory

Competency Builders:

2.0.2.1 Order and receive supplies
2.0.2.2 Record and maintain inventory accurately
2.0.2.3 Store and rotate supplies

* Advancing
** Futuring

Competency 2.0.3: Dispense supplies

Competency Builders:

2.0.3.1 Prepare and dispense solutions made from concentrates according to manufacturer's directions
2.0.3.2 Dispense clean and sanitized applicators
2.0.3.3 Dispense paper and cotton products
2.0.3.4 Dispense cosmetics
2.0.3.5 Dispense clean and sanitized tools and supplies
2.0.3.6 Dispose of refuse according to manufacturer's directions and federal and state requirements
2.0.3.7 Conserve resources and energy
2.0.3.8 Handle broken glass
2.0.3.9 Handle cutting edges and razor blades safely
2.0.3.10 Practice preventive measures to prevent transfer of contagious diseases
2.0.3.11 Identify basic first-aid techniques

Unit 3: Sanitation

Competency 3.0.1: Maintain clean and sanitized work areas

Competency Builders:

3.0.1.1 Clean and sanitize shampoo sinks
3.0.1.2 Clean cabinets and countertops
3.0.1.3 Clean floors and walls
3.0.1.4 Clean upholstery
3.0.1.5 Clean dryers

Competency 3.0.2: Prepare sanitizers

Competency Builders:

3.0.2.1 Mix wet sanitizing solutions
3.0.2.2 Prepare wet sanitizer
3.0.2.3 Prepare dry sanitizer

Competency 3.0.3: Perform sanitizing and disinfecting procedures

Competency Builders:

3.0.3.1 Follow sanitary practices for all procedures
3.0.3.2 Clean and sanitize combs and brushes
3.0.3.3 Clean and sanitize metal implements
3.0.3.4 Clean and sanitize electrical equipment
3.0.3.5 Clean and sanitize nonmetallic supplies
3.0.3.6 Clean and sanitize capes and garments
3.0.3.7 Sanitize towels and linens
3.0.3.8 Store sanitized supplies

* Advancing
** Futuring

Unit 4: Scalp-Care and Hair-Care Treatments

Competency 4.0.1: Prepare client for scalp care and hair care

Competency Builders:

4.0.1.1 Consult client
4.0.1.2 Analyze scalp and hair
4.0.1.3 Identify scalp diseases and disorders
4.0.1.4 Recommend corrective measures for scalp diseases and disorders*
4.0.1.5 Drape client
4.0.1.6 Brush hair

Competency 4.0.2: Select and apply shampoo

Competency Builders:

4.0.2.1 Apply shampoo
4.0.2.2 Select and apply specialized shampoo (e.g., for oily scalp, dry scalp, pityriasis, other scale conditions)

Competency 4.0.3: Select and apply hair treatment

Competency Builders:

4.0.3.1 Select and apply colorless rinse
4.0.3.2 Select and apply instant conditioner
4.0.3.3 Select and apply deep-penetrating conditioner

Competency 4.0.4: Select and apply scalp-care treatment

Competency Builders:

4.0.4.1 Consult client
4.0.4.2 Analyze scalp
4.0.4.3 Give manual scalp manipulations
4.0.4.4 Select and apply dandruff treatment
4.0.4.5 Apply mechanical massage scalp treatment
4.0.4.6 Apply high-frequency scalp treatment
4.0.4.7 Apply light-therapy scalp treatment
4.0.4.8 Select and apply treatment for alopecia
4.0.4.9 Provide services for clients with medical problems*
4.0.4.10 Provide scalp-care and hair-care services for clients with hair plugs, implants, and weaves*

Unit 5: Shaping Hair

Competency 5.0.1: Prepare client for hair shaping

Competency Builders:

5.0.1.1 Consult client
5.0.1.2 Analyze hair for shaping
5.0.1.3 Analyze overall body structure

* Advancing
** Futuring

Competency 5.0.2: Identify haircutting implements and sectioning procedures following recommended safety procedures

Competency Builders:

5.0.2.1 Follow safety precautions for shaping hair
5.0.2.2 Use scissors
5.0.2.3 Use thinning shear
5.0.2.4 Use razor
5.0.2.5 Use edger
5.0.2.6 Use clipper
5.0.2.7 Use haircutting implements
5.0.2.8 Demonstrate haircut sectioning

Competency 5.0.3: Give razor haircut

Competency Builders:

5.0.3.1 Section hair for razor cut
5.0.3.2 Cut hair with razor
5.0.3.3 Thin hair with razor

Competency 5.0.4: Give scissor haircut

Competency Builders:

5.0.4.1 Section hair for scissor cut
5.0.4.2 Blunt-cut hair with scissors
5.0.4.3 Shingle hair with scissors
5.0.4.4 Slither-cut hair with scissors
5.0.4.5 Thin hair with thinning shears

Competency 5.0.5: Trim hair with edger

Competency Builders:

5.0.5.1 Outline hair design
5.0.5.2 Clean neckline safely

Competency 5.0.6: Give clipper haircut

Competency Builders:

5.0.6.1 Clean neckline with clippers
5.0.6.2 Cut hair with clippers
5.0.6.3 Shingle hair with clippers

Competency 5.0.7: Perform specialized haircutting procedures

Competency Builders:

5.0.7.1 Thin hair
5.0.7.2 Taper hair
5.0.7.3 Demonstrate basic haircut
5.0.7.4 Demonstrate trend haircuts*

* Advancing
** Futuring

Unit 6: Styling Hair

Competency 6.0.1: Prepare client for hairstyling

Competency Builders:

6.0.1.1 Consult client
6.0.1.2 Analyze hair type
6.0.1.3 Analyze overall body structure
6.0.1.4 Analyze facial structure
6.0.1.5 Select proper styling products

Competency 6.0.2: Perform basic hairstyling techniques

Competency Builders:

6.0.2.1 Apply styling products
6.0.2.2 Shape wet hair into finger wave pattern
6.0.2.3 Style hair with pin curls
6.0.2.4 Style hair with rollers
6.0.2.5 Form a skip wave
6.0.2.6 Demonstrate braiding techniques*

Competency 6.0.3: Finish style combout

Competency Builders:

6.0.3.1 Perform basic style combout
6.0.3.2 Create artistic combout*
6.0.3.3 Apply finishing product(s)

Competency 6.0.4: Perform thermal styling techniques

Competency Builders:

6.0.4.1 Follow safety precautions
6.0.4.2 Apply styling product(s)
6.0.4.3 Style hair with blow-dryer tools/attachments (e.g., air waving)
6.0.4.4 Curl hair with curling iron
6.0.4.5 Demonstrate pressing and thermal waving

Competency 6.0.5: Perform specialized styling techniques*

Competency Builders:

6.0.5.1 Demonstrate weaving*
6.0.5.2 Demonstrate bonding*
6.0.5.3 Demonstrate braiding with attachment of extensions*

* Advancing
** Futuring

Unit 7: Permanent Waving

Competency 7.0.1: Prepare client for permanent wave procedure

Competency Builders:

7.0.1.1 Consult client
7.0.1.2 Educate client in daily care of permanent-waved hair
7.0.1.3 Analyze hair and scalp for permanent wave
7.0.1.4 Complete release statement
7.0.1.5 Select appropriate permanent wave solution
7.0.1.6 Drape client for permanent wave
7.0.1.7 Demonstrate strand test

Competency 7.0.2: Give permanent wave

Competency Builders:

7.0.2.1 Follow manufacturer's directions
7.0.2.2 Identify liability concerns for chemical applications
7.0.2.3 Follow safety precautions for permanent waving
7.0.2.4 Select and prepare equipment and supplies for permanent wave
7.0.2.5 Demonstrate application of end papers and tools
7.0.2.6 Demonstrate test curl pattern
7.0.2.7 Section and subsection hair for permanent waving
7.0.2.8 Apply protective cream
7.0.2.9 Demonstrate design or customized permanent wave wraps*
7.0.2.10 Give standard permanent wave
7.0.2.11 Demonstrate proper rod maintenance
7.0.2.12 Complete client record
7.0.2.13 Demonstrate cleanup procedures

Competency 7.0.3: Identify special problems associated with permanent waving

Competency Builders:

7.0.3.1 Analyze hair condition
7.0.3.2 Identify treatments for special problems associated with permanent waving
7.0.3.3 Select product and technique for treating permanent wave problems

Unit 8: Hair Relaxing

Competency 8.0.1: Prepare client for chemical hair-relaxing treatment

Competency Builders:

8.0.1.1 Consult client
8.0.1.2 Educate client in daily care of chemically relaxed hair
8.0.1.3 Analyze hair and scalp for chemical hair-relaxing treatment
8.0.1.4 Complete release statement
8.0.1.5 Select appropriate relaxer formula
8.0.1.6 Drape client for chemical relaxer

Competency 8.0.2: Give chemical hair-relaxing treatment

Competency Builders:

8.0.2.1 Follow manufacturer's directions
8.0.2.2 Identify liability concerns for chemical hair-relaxer applications
8.0.2.3 Follow safety precautions for chemical hair-relaxing
8.0.2.4 Identify characteristics of chemically relaxed hair
8.0.2.5 Prepare equipment and supplies for chemical hair-relaxing treatment
8.0.2.6 Apply protective cream
8.0.2.7 Apply chemical hair-relaxer
8.0.2.8 Give sodium hydroxide hair-relaxing treatment
8.0.2.9 Give ammonium thioglycolate hair-relaxing treatment
8.0.2.10 Complete client record
8.0.2.11 Demonstrate cleanup procedures

Competency 8.0.3: Press hair

Competency Builders:

8.0.3.1 Analyze hair and scalp condition
8.0.3.2 Complete release statement
8.0.3.3 Give soft-press treatment
8.0.3.4 Give hard-press treatment
8.0.3.5 Give heater method soft-press treatment
8.0.3.6 Give electric comb soft-press treatment
8.0.3.7 Complete client record

Competency 8.0.4: Identify special problems associated with chemical hair-relaxing treatments

Competency Builders:

8.0.4.1 Analyze hair condition
8.0.4.2 Identify and use specialized products for hair treated with chemical relaxers according to manufacturer's directions

Unit 9: Curl Reformation for Flat-Cell and Overcurly Hair

Competency 9.0.1: Prepare client for curl reformation

Competency Builders:

9.0.1.1 Consult client
9.0.1.2 Educate client in daily care after curl reformation treatment
9.0.1.3 Analyze scalp condition
9.0.1.4 Analyze texture, porosity, and elasticity of hair
9.0.1.5 Complete release statement
9.0.1.6 Select product strength and specific product according to manufacturer's directions
9.0.1.7 Complete client record

* Advancing
** Futuring

Competency 9.0.2: Give curl reformation treatment

Competency Builders:

9.0.2.1 Follow manufacturer's directions
9.0.2.2 Follow safety precautions for curl reformation procedures
9.0.2.3 Assemble equipment and supplies for curl reformation
9.0.2.4 Select rods for desired curl formation
9.0.2.5 Demonstrate test curl pattern
9.0.2.6 Give virgin curl reformation application
9.0.2.7 Give retouch curl reformation application
9.0.2.8 Complete client record
9.0.2.9 Demonstrate cleanup procedures

Unit 10: Hair Coloring

Competency 10.0.1: Prepare client for hair color treatment

Competency Builders:

10.0.1.1 Consult client
10.0.1.2 Educate client in daily care of colored hair
10.0.1.3 Identify liability concerns for hair color applications
10.0.1.4 Select and apply hair color predeposition test
10.0.1.5 Demonstrate use of color charts and swatches
10.0.1.6 Analyze hair and scalp for hair color treatment
10.0.1.7 Complete release statement
10.0.1.8 Follow safety precautions for hair coloring procedures
10.0.1.9 Drape client for specific hair color application
10.0.1.10 Select products and apply hair color strand test
10.0.1.11 Complete client record

Competency 10.0.2: Give temporary and semipermanent hair color treatment

Competency Builders:

10.0.2.1 Follow manufacturer's directions
10.0.2.2 Select products and apply temporary hair color
10.0.2.3 Select products and apply semipermanent hair color formula
10.0.2.4 Complete client record
10.0.2.5 Demonstrate cleanup procedures

* Advancing
** Futuring

Competency 10.0.3: Give permanent hair color treatment

Competency Builders:

10.0.3.1 Follow manufacturer's directions
10.0.3.2 Section for hair coloring
10.0.3.3 Select products and apply aniline derivative (permanent oxidative) hair color treatment to virgin hair
10.0.3.4 Select products and apply hair color retouch treatment
10.0.3.5 Select products and apply color-shampoo treatment
10.0.3.6 Select products and apply special color-effect treatment*
10.0.3.7 Select products and apply appropriate hair color treatment to hairpieces*
10.0.3.8 Complete client record
10.0.3.9 Demonstrate cleanup procedures

Competency 10.0.4: Give corrective hair color treatment

Competency Builders:

10.0.4.1 Follow manufacturer's directions
10.0.4.2 Identify problems associated with hair coloring
10.0.4.3 Analyze hair condition
10.0.4.4 Demonstrate corrective hair treatments for color problems
10.0.4.5 Select products and apply color filler treatment
10.0.4.6 Select products and apply hair color removal treatment
10.0.4.7 Complete client record
10.0.4.8 Demonstrate cleanup procedures

Unit 11: Hair Lightening and Toning

Competency 11.0.1: Prepare client for hair lightening and toning

Competency Builders:

11.0.1.1 Consult client
11.0.1.2 Select and apply products for predisposition test
11.0.1.3 Educate client in daily care and maintenance required for lightened hair
11.0.1.4 Demonstrate use of color charts and swatches
11.0.1.5 Analyze hair for hair-lightening treatment
11.0.1.6 Complete release statement
11.0.1.7 Drape client for specific hair-lightening application
11.0.1.8 Demonstrate preliminary strand test

* Advancing
** Futuring

Competency 11.0.2: Give hair-lightening and toning treatments

Competency Builders:

11.0.2.1 Follow manufacturer's directions
11.0.2.2 Demonstrate knowledge of hair-lightening products
11.0.2.3 Follow safety precautions for hair-lightening procedures
11.0.2.4 Section hair for hair lightening
11.0.2.5 Select products and apply hair lightener to virgin hair
11.0.2.6 Select products and apply hair lightener retouch
11.0.2.7 Select product and apply toning treatment
11.0.2.8 Complete client record
11.0.2.9 Demonstrate cleanup procedures

Competency 11.0.3: Demonstrate specialized lightening effects

Competency Builders:

11.0.3.1 Consult client
11.0.3.2 Educate client in daily care after specialized lightening treatment
11.0.3.3 Complete release statement
11.0.3.4 Follow manufacturer's directions
11.0.3.5 Perform frosting procedure
11.0.3.6 Perform tipping procedure
11.0.3.7 Perform weaving procedure
11.0.3.8 Perform hair-streaking procedure
11.0.3.9 Perform foil-weaving procedure
11.0.3.10 Complete client record
11.0.3.11 Demonstrate cleanup procedures

Unit 12: Manicuring and Pedicuring

Competency 12.0.1: Prepare client for manicure or pedicure

Competency Builders:

12.0.1.1 Consult client
12.0.1.2 Inform and advise client of nail technician services
12.0.1.3 Analyze nail disorders and diseases
12.0.1.4 Analyze nail and cuticle condition
12.0.1.5 Analyze nail shapes
12.0.1.6 Follow safety and sanitary precautions

* Advancing
** Futuring

Competency 12.0.2: Give manicures

Competency Builders:

12.0.2.1 Follow safety and sanitary precautions
12.0.2.2 Give plain manicure
12.0.2.3 Give hot-oil manicure
12.0.2.4 Give electric manicure*
12.0.2.5 Give hand and arm massage
12.0.2.6 Give hand and arm bleach
12.0.2.7 Repair broken or split nails
12.0.2.8 Apply liquid polish
12.0.2.9 Give polish change
12.0.2.10 Educate client in daily care of hands and nails
12.0.2.11 Dispose of nail care products according to manufacturer's directions and federal and state regulations**

Competency 12.0.3: Apply artificial nails

Competency Builders:

12.0.3.1 Complete release statement
12.0.3.2 Follow safety and sanitary precautions
12.0.3.3 Educate client in daily care of artificial nails
12.0.3.4 Identify problems with artificial nails
12.0.3.5 Apply nail tips
12.0.3.6 Apply acrylic nails
12.0.3.7 Apply sculptured (brush-on) nails
12.0.3.8 Complete client record

Competency 12.0.4: Demonstrate nail art*

Competency Builders:

12.0.4.1 Apply jeweling*
12.0.4.2 Apply foiling*
12.0.4.3 Apply glittering*
12.0.4.4 Demonstrate air-brush techniques*

Competency 12.0.5: Give pedicure

Competency Builders:

12.0.5.1 Follow safety and sanitary precautions
12.0.5.2 Give plain pedicure
12.0.5.3 Give foot and leg massage
12.0.5.4 Educate client in daily care of feet and nails

* Advancing
** Futuring

Unit 13: Facial Treatments

Competency 13.0.1: Prepare client for facial treatment

Competency Builders:

13.0.1.1 Consult client
13.0.1.2 Educate client in daily skin care
13.0.1.3 Complete release statement
13.0.1.4 Drape patron for facial treatment
13.0.1.5 Analyze skin, skin problems, and skin disorders
13.0.1.6 Follow sanitary precautions
13.0.1.7 Recommend corrective measures for skin disorders
13.0.1.8 Complete client record

Competency 13.0.2: Give manual facial

Competency Builders:

13.0.2.1 Select and apply appropriate facial products
13.0.2.2 Demonstrate manual facial
13.0.2.3 Demonstrate pack treatment
13.0.2.4 Demonstrate mask treatment
13.0.2.5 Demonstrate product removal
13.0.2.6 Complete client record

Competency 13.0.3: Apply electrical facial treatments*

Competency Builders:

13.0.3.1 Demonstrate knowledge of electrical systems used on face*
13.0.3.2 Give high-frequency facial treatment*
13.0.3.3 Apply light-therapy facial treatment*

Competency 13.0.4: Remove superfluous hair

Competency Builders:

13.0.4.1 Follow safety and sanitary precautions
13.0.4.2 Arch eyebrows with tweezers
13.0.4.3 Remove superfluous hair with wax epilator*
13.0.4.4 Remove superfluous hair with chemical depilatory*

Competency 13.0.5: Apply makeup

Competency Builders:

13.0.5.1 Consult client
13.0.5.2 Follow safety and sanitary precautions
13.0.5.3 Select products and apply daytime makeup
13.0.5.4 Select products and apply evening makeup
13.0.5.5 Select products and apply corrective makeup
13.0.5.6 Select products and apply artificial eyelashes*

* Advancing
** Futuring

Unit 14: Wig and Hairpiece Care

Competency 14.0.1: Consult client*

Competency Builders:

14.0.1.1 Analyze human and synthetic hairpieces*
14.0.1.2 Identify client needs and advise client*
14.0.1.3 Measure and order wig or hairpiece*
14.0.1.4 Instruct client in care of wig or hairpiece*
14.0.1.5 Complete client record*

Competency 14.0.2: Care for wig or hairpiece

Competency Builders:

14.0.2.1 Follow safety and sanitary precautions
14.0.2.2 Clean wig or hairpiece
14.0.2.3 Condition wig or hairpiece
14.0.2.4 Store wig or hairpiece
14.0.2.5 Cut wig or hairpiece
14.0.2.6 Repair or alter wig or hairpiece*
14.0.2.7 Style wig or hairpiece
14.0.2.8 Place wig or hairpiece on client
14.0.2.9 Demonstrate scalp treatment methods for client with hairpiece or attachments
14.0.2.10 Complete client record

Unit 15: Reception Duties

Competency 15.0.1: Communicate with clients

Competency Builders:

15.0.1.1 Demonstrate telephone etiquette
15.0.1.2 Converse with clients
15.0.1.3 Schedule and confirm appointments
15.0.1.4 Demonstrate suggestive selling

Competency 15.0.2: Process client payments

Competency Builders:

15.0.2.1 Calculate charges, including tax and gratuity
15.0.2.2 Operate computer*
15.0.2.3 Perform basic keyboarding skills*
15.0.2.4 Operate cash register
15.0.2.5 Process credit card and check transactions
15.0.2.6 Make change
15.0.2.7 Close out cash drawer each day
15.0.2.8 Maintain and file records

* Advancing
** Futuring

Competency 15.0.3: Maintain sales area

Competency Builders:

15.0.3.1 Display and maintain retail items
15.0.3.2 Clean and maintain waiting area

Unit 16: Salon Management

Competency 16.0.1: Comply with regulations of Ohio State Board of Cosmetology and other federal, state, or local agencies

Competency Builders:

16.0.1.1 Demonstrate knowledge of state cosmetology regulations
16.0.1.2 Maintain federal, state, and local tax records*
16.0.1.3 Demonstrate knowledge of workers' compensation policies, insurance, and other benefits

Competency 16.0.2: Manage salon operations

Competency Builders:

16.0.2.1 Demonstrate conflict resolution and problem solving
16.0.2.2 Supervise staff*
16.0.2.3 Handle client concerns
16.0.2.4 Apply marketing strategies
16.0.2.5 Identify liability responsibilities
16.0.2.6 Manage inventory
16.0.2.7 Monitor salon sanitation
16.0.2.8 Monitor equipment condition
16.0.2.9 Perform routine safety inspections
16.0.2.10 Maintain equipment

Competency 16.0.3: Maintain professionalism

Competency Builders:

16.0.3.1 Acquire and maintain state license to practice cosmetology
16.0.3.2 Affiliate with professional organizations
16.0.3.3 Attend and participate in continuing education activities
16.0.3.4 Provide staff with ongoing training in current trends*
16.0.3.5 Identify career options and opportunities for advancement

Competency 16.0.4: Establish a salon*

Competency Builders:

16.0.4.1 Research location*
16.0.4.2 Design floor plan*
16.0.4.3 Secure contract services (e.g., carpenter, plumber, electrician)*
16.0.4.4 Establish financial resources*
16.0.4.5 Negotiate lease*
16.0.4.6 Identify accounting and legal needs (e.g., bank, credit rating)
16.0.4.7 Obtain licenses and comply with codes
16.0.4.8 Develop marketing strategies
16.0.4.9 Identify staff needs
16.0.4.10 Interview and hire staff

Unit 17: Employability Skills
Subunit 17.1: Career Development

Competency 17.1.1: Investigate career options

Competency Builders:

17.1.1.1 Determine interests and aptitudes
17.1.1.2 Identify career options
17.1.1.3 Research occupations matching interests and aptitudes
17.1.1.4 Select career(s) that best match(es) interests and aptitudes
17.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
17.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
17.1.1.7 Develop a career plan

Competency 17.1.2: Analyze potential barriers to employment

Competency Builders:

17.1.2.1 Identify common barriers to employment
17.1.2.2 Describe strategies to overcome employment barriers

Unit 17: Employability Skills
Subunit 17.2: Decision Making and Problem Solving

Competency 17.2.1: Apply decision-making techniques in the workplace

Competency Builders:

17.2.1.1 Identify the decision to be made
17.2.1.2 Compare alternatives
17.2.1.3 Determine consequences of each alternative
17.2.1.4 Make decisions based on values and goals
17.2.1.5 Evaluate the decision made

Competency 17.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

17.2.2.1 Diagnose the problem and its causes
17.2.2.2 Identify alternatives and their consequences in relation to the problem
17.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
17.2.2.4 Utilize resources to explore possible solutions to the problem
17.2.2.5 Compare and contrast the advantages and disadvantages of each solution
17.2.2.6 Determine appropriate action
17.2.2.7 Evaluate results

Unit 17: Employability Skills

Subunit 17.3: Work Ethic

Competency 17.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

17.3.1.1 Identify special characteristics and abilities in self and others
17.3.1.2 Identify internal and external factors that affect self-esteem

Competency 17.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

17.3.2.1 Distinguish between values and goals
17.3.2.2 Determine the importance of values and goals
17.3.2.3 Evaluate how values affect goals
17.3.2.4 Identify short-term and long-term goals
17.3.2.5 Prioritize personal goals
17.3.2.6 Describe how personal values are reflected in work ethic
17.3.2.7 Describe how interactions in the workplace affect personal work ethic
17.3.2.8 Examine how life changes affect personal work ethic

Competency 17.3.3: Demonstrate work ethic

Competency Builders:

17.3.3.1 Examine factors that influence work ethic
17.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

Unit 17: Employability Skills
Subunit 17.4: Job-Seeking Skills

Competency 17.4.1: Prepare for employment

Competency Builders:

17.4.1.1 Identify traditional and nontraditional employment sources
17.4.1.2 Utilize employment sources
17.4.1.3 Research job opportunities, including nontraditional careers
17.4.1.4 Interpret equal employment opportunity laws
17.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
17.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

Competency 17.4.2: Design a résumé

Competency Builders:

17.4.2.1 Identify personal strengths and weaknesses
17.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
17.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
17.4.2.4 Complete résumé using various formats
17.4.2.5 Secure references

Competency 17.4.3: Complete and process job application forms

Competency Builders:

17.4.3.1 Explain the importance of an application form
17.4.3.2 Identify ways to obtain job application forms
17.4.3.3 Describe methods for handling illegal questions on job application forms
17.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
17.4.3.5 Return application to proper person, request interview, and follow up

Competency 17.4.4: Demonstrate interviewing skills

Competency Builders:

17.4.4.1 Investigate interview environment and procedures
17.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
17.4.4.3 Demonstrate question and answer techniques
17.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 17.4.5: Secure employment

Competency Builders:

17.4.5.1 Identify present and future employment opportunities within an occupation/organization
17.4.5.2 Research the organization/company
17.4.5.3 Use follow-up techniques to enhance employment potential
17.4.5.4 Compare and evaluate job offers

Unit 17: Employability Skills
Subunit 17.5: Job Retention Skills

Competency 17.5.1: Analyze the organizational structure of the workplace

Competency Builders:

17.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
17.5.1.2 Be aware of and obey all company policies and procedures
17.5.1.3 Examine the role/relationship between employee and employer
17.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 17.5.2: Maintain positive relations with others

Competency Builders:

17.5.2.1 Exhibit appropriate work habits and attitude
17.5.2.2 Identify behaviors to establish successful working relationships
17.5.2.3 Cooperate and compromise through teamwork and group participation
17.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 17: Employability Skills
Subunit 17.6: Job Advancement

Competency 17.6.1: Analyze opportunities for personal and career growth

Competency Builders:

17.6.1.1 Determine opportunities within an occupation/organization
17.6.1.2 Compare and contrast other opportunities
17.6.1.3 List benefits of job advancement
17.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

Competency 17.6.2: Exhibit characteristics needed for advancement

Competency Builders:

17.6.2.1 Display a positive attitude
17.6.2.2 Demonstrate knowledge of a position
17.6.2.3 Perform quality work
17.6.2.4 Adapt to changing situations and technology
17.6.2.5 Demonstrate capability for different positions
17.6.2.6 Participate in continuing education/training programs
17.6.2.7 Respect, accept, and work with ALL individuals in the workplace

* Advancing
** Futuring

Unit 17: Employability Skills
Subunit 17.7: Technology in the Workplace

Competency 17.7.1: Assess the impact of technology in the workplace

Competency Builders:

17.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
17.7.1.2 Investigate the use of technology in the workplace
17.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 17.7.2: Use a variety of technological applications

Competency Builders:

17.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
17.7.2.2 Use technology to accomplish assigned tasks
17.7.2.3 Create solutions to problems using technical means

Unit 17: Employability Skills
Subunit 17.8: Lifelong Learning

Competency 17.8.1: Apply lifelong learning to individual situations

Competency Builders:

17.8.1.1 Define lifelong learning
17.8.1.2 Identify factors that cause the need for lifelong learning

Competency 17.8.2: Adapt to change

Competency Builders:

17.8.2.1 Analyze the effects of change
17.8.2.2 Identify reasons why goals change
17.8.2.3 Describe the importance of flexibility when reevaluating goals
17.8.2.4 Evaluate the need for continuing education/training

Unit 17: Employability Skills
Subunit 17.9: Economic Education

Competency 17.9.1: Analyze global enterprise system

Competency Builders:

17.9.1.1 Identify characteristics of various enterprise systems
17.9.1.2 Examine the relationship between competition, risk, and profit
17.9.1.3 Illustrate how supply and demand influence price

* Advancing
** Futuring

Competency 17.9.2: Evaluate personal money management

Competency Builders:

17.9.2.1 Describe the need for personal management records
17.9.2.2 Identify methods of taxation
17.9.2.3 Analyze how credit affects financial security
17.9.2.4 Compare types and methods of investments
17.9.2.5 Prepare a personal budget
17.9.2.6 Be an informed and responsible consumer
17.9.2.7 Analyze the effects of advertising on the consumer

Unit 17: Employability Skills
Subunit 17.10: Balancing Work and Family

Competency 17.10.1: Analyze the effects of family on work

Competency Builders:

17.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
17.10.1.2 Identify present and future family structures and responsibilities
17.10.1.3 Describe personal and family roles
17.10.1.4 Analyze concerns of working parent(s)
17.10.1.5 Examine how family responsibilities can conflict with work
17.10.1.6 Resolve family-related conflicts
17.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 17.10.2: Analyze the effects of work on family

Competency Builders:

17.10.2.1 Identify responsibilities associated with paid and nonpaid work
17.10.2.2 Compare the advantages and disadvantages of multiple incomes
17.10.2.3 Explain how work can conflict with family responsibilities
17.10.2.4 Explain how work-related stress can affect families
17.10.2.5 Identify family support systems and resources

Unit 17: Employability Skills
Subunit 17.11: Citizenship in the Workplace

Competency 17.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

17.11.1.1 Identify the basic rights and responsibilities of citizenship
17.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 17.11.2: Cooperate with others in the workplace

Competency Builders:

17.11.2.1 Identify situations in which compromise is necessary
17.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
17.11.2.3 Demonstrate initiative to facilitate cooperation
17.11.2.4 Give and receive constructive criticism to enhance cooperation

Unit 17: Employability Skills
Subunit 17.12: Leadership

Competency 17.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

17.12.1.1 Identify characteristics of effective leaders
17.12.1.2 Compare leadership styles
17.12.1.3 Demonstrate effective delegation skills
17.12.1.4 Identify opportunities to lead in the workplace

Competency 17.12.2: Demonstrate effective teamwork skills

Competency Builders:

17.12.2.1 Identify the responsibilities of a valuable group member
17.12.2.2 Exhibit open-mindedness
17.12.2.3 Identify methods of involving each member of a team
17.12.2.4 Contribute to the efficiency and success of a group
17.12.2.5 Determine ways to motivate others

Competency 17.12.3: Utilize effective communication skills

Competency Builders:

17.12.3.1 Identify the importance of listening
17.12.3.2 Demonstrate assertive communication
17.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
17.12.3.4 Analyze written material
17.12.3.5 Prepare written material
17.12.3.6 Give and receive feedback
17.12.3.7 Articulate thoughts
17.12.3.8 Use appropriate language

Unit 17: Employability Skills
Subunit 17.13: Entrepreneurship

Competency 17.13.1: Evaluate the role of small business in the economy

Competency Builders:

17.13.1.1 Identify the benefits of small business to a community
17.13.1.2 Analyze opportunities for small business in a community

* Advancing
** Futuring

Competency 17.13.2: Examine considerations of starting a business

Competency Builders:

17.13.2.1 Research a business idea
17.13.2.2 Compare various ways to become a small business owner
17.13.2.3 Investigate factors to consider in financing a new business
17.13.2.4 Evaluate entrepreneurship as a career option

Distributed by

Vocational Instructional Materials Laboratory
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090

BEST COPY AVAILABLE